

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Establishment of Agency Policy for Use and
Reimbursement for Official Travel by Privately
Owned Vehicle

1. This memorandum contains a recommendation submitted for approval of the Deputy Director (Support). Such recommendation is contained in paragraph 5.

2. Area Divisions of the Clandestine Services have varied considerably in their interpretations of the regulations concerning authorization for the use of a privately owned vehicle on official travel. The variations are largely in the reimbursement for mileage and the per diem paid to employees and dependents in connection with PCS transfers, overseas [REDACTED] The question of allowing full per diem and mileage rates or limiting reimbursement to constructive costs by common carrier is a basic point of disagreement.

3. In this connection the SCTRs state:

"In determining whether such transportation is more advantageous to the Government, consideration will be given to the advantages resulting from the more expeditious transaction of the public business as well as other advantages and/or disadvantages to the United States in the particular case."

"Other" advantages that may be realized by the Government may include employee morale, reorientation to the United States, firsthand knowledge of the United States or a foreign country, health factors when pertinent, and route of travel when home leave is involved. These factors have been generally considered as sufficiently advantageous to the Government to authorize use of a POV.

4. Comparative costs for a cross country trip do not equate until the number of dependents accompanying the employee reaches

nine. Several components, however, have followed the practice of authorizing POV travel on a mileage and per diem basis, without limitation to constructive costs, when three or more persons travel together. This practice probably provides optimum balance between the actual costs and the net benefits to the Agency. Savings in the transportation costs of dependents tend to equalize the additional costs occasioned by the extended per diem.

5. It is recommended that Agency policy permit travel by privately owned vehicle when three or more persons travel together. In such instances travel expenses may be allowed on a per diem and mileage basis without limitation to constructive costs by common carrier.


Special Support Assistant/DDS

STATINTL

CONCUR:

Comptroller

Director of Logistics

Director of Communications

Chief, FE Division

Chief, NE Division

Chief, SR Division

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The recommendation contained in paragraph 5 is approved.

L. K. WHITE
Deputy Director
(Support)

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Approved For Release 2002/02/12 : CIA-RDP68-00140R000200540014-6

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